

ATTACHMENT I

**REVISED TABLES OF
ORGANIZATION**

Animal Services Department

ANIMAL SERVICES DEPARTMENT

- Responsible for enforcement of Chapter 5 of the Miami-Dade County Code and Florida Statute 828
- Operate the animal shelter and clinic to provide adoptions, rabies vaccinations, license tags, and sterilizations
- Provide off-site spay and neuter services through the Mobile Animal Clinic (MAC)

Miami-Dade Police Department

OFFICE OF THE DIRECTOR

- Provides management direction and control of the operations and administration of the Department to achieve efficient and effective police service for the citizens of Miami-Dade County
- Investigates complaints about departmental employees
- Provides legal counsel
- Disseminates information to media and public

POLICE SERVICES

- Provides uniformed patrol services to respond to calls for service and prevent criminal activities; investigate offenses; and apprehend offenders
- Provides decentralized general investigative services
- Furnishes specialized police functions such as crowd control; hostage negotiation; canine; bomb disposal; mounted, motorcycle, and marine patrol; critical incident and environmental investigations; and underwater recovery

SUPPORT SERVICES

- Provides communications (police radio and E-911 telephone) services; fleet management; grants and legislative support; information systems; budgeting and planning; resource and personnel management, and training functions

INVESTIGATIVE SERVICES

- Provides centralized criminal investigation of robberies, homicides, sexual crimes, domestic crimes, economic crimes, public corruption; investigative support by processing and preserving evidence and crime scenes; and processing and serving criminal and civil warrants; and conducts criminal intelligence activities and court security

Miami-Dade Juvenile Services Department

OFFICE OF THE DIRECTOR

- Provides management direction for operations and administration of the Department to achieve efficient and effective service to arrested juveniles and their families
- Establishes policy and provides long-term vision for the Juvenile Assessment Center (JAC)
- Provides direction for the JAC Agency partnership with representatives from national, statewide, and local juvenile justice agencies
- Plays an integral role in the development and implementation of national, statewide, and local juvenile justice policy
- Disseminates information to media and public

DIVERSION

- Implements treatment plan with juveniles and their families
- Provides case management services
- Conducts on-site visits at family's home, juvenile's school and other locations
- Applies best practices for diversion of special populations, young offenders, first time offenders, substance abuse and mental health
- Provides non-secure detention to eligible juveniles

JUVENILE ASSESSMENT CENTER

- Reduces recidivism of arrested juveniles
- Ensures safety of children, visitors, and staff and safeguards rights of arrested juveniles
- Provides central booking services, shift command and security services for operation of the 24-hour 7-days a week secured facility
- Ensures compliance with statutes and compliance with the processing of arrested juveniles; provides positive identification, booking, screening, and assessment; manages confidential juvenile arrest records
- Provides operations services to partnership agencies including the Florida Department of Juvenile Justice, State Attorney's Office, Miami-Dade County Public Schools and other departments
- Provides home detention services to eligible juveniles

SUPPORT

- Provides support for budget, fiscal control, grant management, procurement, accounts payable, inventory control, information technology systems and projects, communication services, personnel administration, facility support, records management, and training

RESEARCH AND POLICY

- Provides support for legislative initiatives at the local, state, and federal levels
- Provides data collection, reporting, and analysis for local agencies to fund programs that will reduce arrests based on documented needs
- Conducts recidivism studies to measure and evaluate client outcomes (re-arrest)
- Provides interface to the community on local juvenile justice and related issues
- Provides direction and contract management to national juvenile justice research project

Team Metro

OFFICE OF THE DIRECTOR

- Formulates departmental policy and directs overall operations; supervises all regional office and division level operations; performs departmental marketing, public information, media relations, special events, volunteer coordination, and special projects and functions; and coordinates Government on the Go Bus

311 ANSWER CENTER

- Conducts countywide citizen information, referral, and intake
- Provides access via phone, e-mail, the Internet, and facsimile in English, Spanish, and Creole
- Augments the citizens response function in the regional offices and departments through a virtually linked countywide call center
- Provides for the Emergency Operations Answer Center support during an emergency or other activation
- Provides staff support at the Stephen P. Clark Center information center booth

ADMINISTRATIVE SERVICES DIVISION

- Performs departmental fiscal control, accounting, procurement, and budgeting functions, including lien processing and collections
- Manages departmental computer network and database operations
- Performs department-wide personnel services including recruitment, payroll, affirmative action liaison, insurance benefits support, monitoring grievances, and other personnel related functions

EIGHT REGIONAL OFFICES

**CALEB
AIRPORT / MELROSE
NORTHWEST
UNIVERSITY**

**KENDALL
NORTHEAST
SOUTHDADE
WEST**

- Reviews, evaluates, and investigates written and telephone service requests from citizens, County departments, the 311 Answer Center and other agencies; and oversees implementation of corrective action
- Provides direct assistance and outreach to area residents; direct services include passport acceptance, transit passes and tokens, bike/rail passes, dog tags, and baby stroller parking permit sales

Neighborhood Code Compliance Office

OFFICE OF THE DIRECTOR

- Formulates departmental policy and directs overall operations; supervises all regional office and division level operations; performs departmental marketing, public information, media relations, volunteer coordination, and special projects and functions;

NEIGHBORHOOD SERVICES DIVISION

- Trains employees and residents on neighborhood code compliance
- Administers the lot clearing and property removal programs
- Administers minimum housing program
- Coordinates all civil litigation and criminal prosecution review for code violations
- Coordinates graffiti abatement and zero tolerance program with County departments, local, state, and federal agencies

EIGHT REGIONAL OFFICES

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- Provides information to citizens regarding enforcement of applicable County codes
- Works with outreach division to ensure that a variety of outreach activities, including community clean ups, graffiti removal, and information fairs, are conducted in response to community needs
- Provides neighborhood code enforcement of applicable County codes
- Provides support to non-zoning Community Council meetings

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